

General Relief (GR) Program Guide (PG) Letter #59

March 18, 2010

Subject	COUNTY MEDICAL SERVICES (CMS) IT SYSTEM ENHANCEMENTS, JOB SEARCH UPDATE, AND REVISIONS TO FORMS 11-7 HHSA COVERSHEET AND 11-22 HHSA
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Effective Date	<ul style="list-style-type: none">• March 1, 2010 for the CMS IT System• Upon receipt for remainder
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References	County Policy
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Purpose	<p>The purpose of this Letter is to provide:</p> <ul style="list-style-type: none">• updated instructions for CMS for GR recipients due to the IT System enhancements;• updated Job Search requirements; and• revised forms 11-7 HHSA and 11-22 HHSA.
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Background	<p>CMS has a separate IT system from CalWIN, called AuthMed, for determining eligibility to CMS benefits.</p>
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Able-Bodied (AB) recipients must complete 20 Job Searches each month. Current rules and 11-7 HHSA Coversheet do not refer to the monthly payment cycle for the due date.

Form 11-22 HHSA is used to record a lien against any current or future property of a GR recipient so that the County can be repaid for any GR assistance provided.

Changes	<p>With the AuthMed enhancement, workers will no longer have to hand-write the CMS cards for the recipients. AuthMed will generate an Informing Letter which will include the CMS card. There are also new fields and a new alert that have been added to AuthMed.</p>
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The Job Search due date will be set to comply with the due date for the Monthly Eligibility Report (CW 7) since the 11-7 HHSA is supposed to be submitted with the CW 7.

Revenue and Recovery (R&R) has clarified that recent rule changes

for recording documents now require the name to be printed next to the signature on forms that are to be recorded.

CMS IT System Actions

The table below shows the enhancements to AuthMed and the necessary actions.

Item	Action						
New Application Clearance	To start a new application enter the SSN and click Search.						
	<table><tr><th>If a previous match is...</th><th>Then AuthMed will...</th></tr><tr><td>Found,</td><td>Auto-populate the information.</td></tr><tr><td>Not found</td><td>Not auto-populate the information.</td></tr></table>	If a previous match is...	Then AuthMed will...	Found,	Auto-populate the information.	Not found	Not auto-populate the information.
	If a previous match is...	Then AuthMed will...					
	Found,	Auto-populate the information.					
Not found	Not auto-populate the information.						
New Fields	<ul style="list-style-type: none">• Primary Care Clinic (PCC) – Mandatory field. AuthMed will generate a drop-down list of the nearest clinics based on zip code.• Phone number – Enter the phone number if the applicant has one.						
New Alert	If an application is started, but there is already another application pending with another worker, an alert will pop up to inform the GR worker to advise the previous worker of any action needed so that the GR worker can complete their actions.						
CMS Card	When information is entered click ‘Submit’ and new GR/CMS Card will be available to print.						

CMS Cards

The Informing Letter which includes the CMS card will be immediately available in AuthMed (see above). The worker must print the card and Informing Letter using the double-sided feature of the printer. The card is printed on regular paper.

If the recipient contacts the worker for a replacement card, the worker will go to this Informing Letter and re-print it to provide a replacement card.

Job Searches

Job Search requirements remain the same except that the due date will now be the fifth of the month following the report month so that it is the same as the CW 7 due date. The 11-7 HHSA must contain applications submitted in the month prior to the submission month (for example, a report due by March 5, must contain job searches

completed in February).

**Lien
Completion**

The new lien has added lines titled, "Print Name" under the line for the signature and AKA signature. This printed name must be legible in order for the lien to be recorded.

Forms Impact

Forms 11-7 HHSA Coversheet and 11-22 HHSA have been uploaded into iWay and are available to be ordered. Current stock may be used until depleted as long as workers have the applicant/recipient legibly print the name next to the signature.

**Automation
Impact**

AuthMed has been updated as shown in this letter.

SR243046 has been opened to revise the CalWIN version of the 11-22 HHSA to comply with this letter. Staff will be notified when this SR has been resolved.

**Quality
Assurance
Impact**

Effective with the April 2010 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

**Summary of
Changes**

The table below shows the changes to the GRPG.

Section	Changes
90-250.7	Updated instructions for: <ul style="list-style-type: none">• CMS cards for GR recipients; and• AuthMed.
90-300.14	Updated lien requirements.
90-300 Appendix F	Example of lien form updated.
90-700.13	Updated Job Search requirements.

**Manager
Approval**

ORIGINAL SIGNED BY:

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